
DLA ADMINISTRATIVE SUPPORT CENTER

**JOA READVERTISED TO AUTHORIZE PERMANENT CHANGE OF STATION (PCS) FUNDS.
APPLICANTS WHO APPLIED PREVIOUSLY UNDER 339-97SK NEED NOT REAPPLY**

POSITION: Safety and Occupational Health Manager,
GS-018-13

ANNOUNCEMENT: 385-97SK

LOCATION: Defense Contract Management Command
District International (DCMDI)

OPENING DATE: October 15, 1997

CLOSING DATE: October 30, 1997

Duty Station: Fort Belvoir, VA

AREA OF CONSIDERATION: Appointable Employees of Defense Logistics Agency

DUTIES: Incumbent serves as the District Safety Manager, Defense Contract Management District, International (DCMDI). Leads the program management process of a world-wide loss control program. Acts on own initiative and directs day-to-day operations of the Safety team. Establishes policy and develops implementation strategies within a multi-discipline program composed of Occupational Safety and Health, Specialized Safety, Fire Protection and Environmental protection. Acts as final technical authority within DCMDI on all decisions made in these disciplines in both the district headquarters and for over fifty locations overseas. Technical issues involve the manufacturing and use of hazardous materials to include ammunition and explosives, ionizing material such as nuclear substances, and high cost/critical weapon systems.

QUALIFICATION REQUIREMENTS: Applicants must have one year of specialized experience equivalent to the GS-12 level in or related to safety and occupational health that provided the specific knowledge, skills, and abilities to perform successfully the duties of the position. Examples include: (1) managing safety or occupational health program elements; (2) developing and recommending safety and occupational health policy to higher levels of management; (3) applying safety and occupational health laws, regulations, principles, theories, practices, and procedures to advise on or resolve technical matters dealing with occupational safety and health requirements; (4) Developing safety and occupational health standards, regulations, practices, and procedures to eliminate or control potential hazards; (5) developing or implementing programs to reduce the frequency, severity, and cost of accidents and occupational illnesses; (6) analyzing or evaluating new and existing jobs, processes, products, or other systems to determine the existence, severity, probability, and outcome of hazards; (7) designing or modifying workplaces, processes, products, or other systems to control or eliminate hazards; (8) inspecting or surveying workplaces, processes, products, or other systems for compliance with established safety and occupational health policies or standards and to identify potential new hazards; (9) training of workers, supervisors, managers, or other safety and occupational health personnel in safety or occupational health subjects; (10) work in occupational fields such as industrial hygienist, safety engineer, fire prevention engineer, health physicist, and occupational health nurse. Applicants must have served one year in grade GS-12 to meet OPM time-in-grade requirements. Applicants must have supervisory experience or must have demonstrated the ability to supervise effectively.

<u>EVALUATION METHODS:</u>	<u>MAXIMUM POINT VALUE</u>
1. Quality of Experience	65
2. Performance Appraisal	15
3. Education, Training and Self Development	15
4. Awards	<u>5</u>
	100

METHOD OF RANKING: Applicants competing for promotion will be given a score based on the completion of the attached Merit Promotion Questionnaire.

WORK ENVIRONMENT: The work requires frequent and recurring exposure to hazards such as explosives, hazardous chemicals, high noise levels, irritating dusts/mists/fumes/flammable liquids, radiation, and heavy machinery to name a few. Protective equipment and clothing is needed on a recurring basis.

OTHER:

1. This position may be filled through means other than the competitive promotion process. This may include reassignments or repromotion of qualified eligibles or appointment from an Office of Personnel Management Certificate of Eligibles. In such case, this

announcement will be canceled and all applicants so advised.

2. Time in grade and qualification requirements must be met by the closing date of this announcement.
3. All qualified reassignment applicants within the stated area of consideration will be referred for selection consideration. Employees competing for promotion are subject to the evaluation methods outlined above.
4. SF-171(s) and related forms transmitted by facsimile equipment will not be accepted.
5. This position is designated noncritical sensitive as defined in DoD 52200.2-R and therefore requires that a personnel security investigation be adjudicated for security eligibility on a preappointment basis. This requirement may take 90 days or longer.
6. Applications will be accepted from disabled veterans who are in receipt of compensation at the rate of 30% or more.
7. A one year supervisory probationary period is required if applicant selected has not previously met this requirement.
8. Incumbent is required to file an annual financial statement.
9. TDY is required.

HOW TO APPLY: Applicants may choose any of the following written application formats:

- (1) OF 612, Application for Federal Employment, available from Federal personnel offices, Office of Personnel Management, and State Employment Agencies.
- (2) SF 171, Application for Federal Employment.
- (3) Resumes. Certain information is required to be included on resumes. These requirements are specified in OF 510, Applying for a Federal Job. The form may be obtained from Federal personnel offices, Office of Personnel Management, and State Employment Agencies. Failure to provide all of the required information could result in an ineligible rating.

Applicants must forward a written application/resume along with the following documents and forms:

- a. The attached Merit Promotion Questionnaire. APPLICATIONS RECEIVED WITHOUT THE MERIT PROMOTION QUESTIONNAIRE WILL NOT BE CONSIDERED.
- b. A copy of current annual performance rating and appropriate performance standards. (For DLA employees, DLA Forms 46 and 46A (Jun 86 version) or Merit Pay appraisal and standards, if applicable, are to be submitted. DLA employees serviced by non-DLA personnel offices may submit their current appraisals and performance standards on the appropriate forms utilized by their respective systems). FAILURE TO SUBMIT A CURRENT PERFORMANCE APPRAISAL (NO MORE THAN 18 MONTHS OLD) MAY AFFECT APPLICANT'S OVERALL RATING. Applicants who have a minimally acceptable or unacceptable annual performance rating will not be certified for promotion consideration.
- c. A list of all awards received within the past 10 years, including the dates of the awards.
- d. Copy of recent SF-50, Notification of Personnel Action, for verification of competitive status/reinstatement eligibility.

WHERE TO APPLY: ATTN: DASC-HC, DLA Administrative Support Center, 8725 John J. Kingman Road, Suite 0119, Fort Belvoir, Virginia 22060-6220. APPLICATION MUST BE POSTMARKED BY THE CLOSING DATE INDICATED IN THE JOB OPPORTUNITY ANNOUNCEMENT.

For further information regarding this vacancy, call (703) 767-7320 or DSN 427-7320. For general vacancy information, call (703) 767-7100 or DSN 427-7100.

ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, MARITAL STATUS, UNION MEMBERSHIP, OR OTHER NONDISQUALIFYING PHYSICAL OR MENTAL HANDICAPS.

Merit Promotion Questionnaire

Position: Safety and Occupational Health Manager, GS-0018-13

Location: Fort Belvoir, VA

JOA# _____

Applicant Name: _____
SSN: _____ **Office Phone:** _____

Privacy Act Notice

This questionnaire is designed to provide the information needed to evaluate your qualifications and make a selection. Authority to gather this information is derived from 5 U.S.C. 3301. Failure to properly complete the form may result in the questionnaire being rejected or your being rated ineligible.

How to Fill Out This Questionnaire

This questionnaire asks for a variety of types of information needed to assign a rating for the JOA listed above. Each Ranking Question includes the point value assigned to it. Please mark your answers clearly. You cannot submit any information after the JOA closes.

Answer each Ranking Question truthfully. Falsification of your answers may result in disciplinary action, up to and including removal. Circle all answers for which you can truthfully answer YES. After each Ranking Question, you must indicate the block(s) on your application where you obtained the experience. Your application has identifying letters for experience sections. For example, if you got your experience in your current job and in your most recent job, you would enter A-B in the "Where on Application" column. **YOU WILL NOT RECEIVE POINTS FOR RANKING QUESTIONS WHERE YOU DO NOT COMPLETE THIS COLUMN.**

Education

Up to 15 points are awarded for education. Identify your level of education and the major field of study for each level. An academic year is 30 Semester or 45 Quarter hours. Point values are not cumulative. The following Majors are RELATED:

Business Administration/Management, Economics, Finance, Marketing, System Management

Level of Education	Major (points)
8 Semester/12 Quarter Hours	____ Any Major (0)
16 Semester/24 Quarter Hours	____ Any Major (0)
1 Academic Year	____ Any Major (0)
2 Academic Years	____ Related Major (0) ____ Other Major (0) ____ Any Major (0)
3 Academic Years	____ Related Major (6) ____ Other Major (4) ____ Any Major (0)
Bachelor's Degree	____ Related Major (10) ____ Other Major (8) ____ Any Major (0)
1 Graduate Academic Year	____ Related Major (12) ____ Other Major (10) ____ Any Major (0)
Master's Degree or Higher	____ Related Major (15) ____ Other Major (12) ____ Any Major (0)

Awards

Up to 5 points are given for creditable awards. You get one point each for up to five occurrences of each award type. Do not list awards you received more than five years before the date you submit this Questionnaire.

____ Value Engineering ____ Meritorious or Superior Civilian Service
____ EEO Award ____ Commendable Service Certificate
____ Cash Award (SSPA, QSI, On-the-Spot, Beneficial Suggestion for which cash was paid, etc.)

Performance Ratings

Up to 15 points are given for performance ratings. List your three most recent annual performance ratings received in the past five years and indicate if they were for a *Related* or *Unrelated* job series. You will get one point for each year for which you do not indicate a performance rating. **Do not check more than three boxes.** *Related* job series are: GS-018, GS-690, GS-803

Rating Level	Related	Unrelated
Exceptional (Level 5)	____ 5 points each	____ 3 points each
Highly Successful (Level 4)	____ 4 points each	____ 2 points each
Fully Successful (Level 3)	____ 3 points each	____ 1 points each
Below Fully Successful (Level 1 or 2)	____ 0 points each	____ 0 points each

Ranking Questions	Where on Application
<p style="text-align: center;">Safety and Occupational Health Manager, GS-018-13</p> <p>Up to 65 points are awarded for experience. Please circle your “Yes” or “No” responses to each question. Uncircled questions will be considered “No” responses.</p> <ol style="list-style-type: none"> 1. Have you been granted DLA Specialized Safety certification in Industrial? <div style="display: flex; justify-content: space-around; margin-top: 5px;"> a. Yes b. No </div> 2. Have you been granted DLA Specialized Safety certification in Industrial-Aircraft? <div style="display: flex; justify-content: space-around; margin-top: 5px;"> a. Yes b. No </div> 3. Have you been granted DLA Specialized Safety certification in Ammunition and Explosives? <div style="display: flex; justify-content: space-around; margin-top: 5px;"> a. Yes b. No </div> 4. Are you DAWIA certified to Level II? <div style="display: flex; justify-content: space-around; margin-top: 5px;"> a. Yes b. No </div> 5. Are you DAWIA certified to Level III? <div style="display: flex; justify-content: space-around; margin-top: 5px;"> a. Yes b. No </div> 6. Do you have experience with Contractor’s surveillance safety programs? <div style="display: flex; justify-content: space-around; margin-top: 5px;"> a. Yes b. No </div> 7. Do you have experience conducting safety evaluation of oceangoing ships? <div style="display: flex; justify-content: space-around; margin-top: 5px;"> a. Yes b. No </div> 8. Do you have experience evaluating contractor’s programs involving the fueling/defueling of aircraft? <div style="display: flex; justify-content: space-around; margin-top: 5px;"> a. Yes b. No </div> 	

Ranking Questions	Where on Application
<p align="center">Safety and Occupational Health, Manager, GS-018-13</p> <p>9. Have you managed a safety program at the Residency/organizational level?</p> <p>a. Yes b. No</p> <p>10. Have you managed a safety program at a Area Operations Office/multiple organization installation level?</p> <p>a. Yes b. No</p> <p>11. Have you managed a safety program at a District Office/Organizational Headquarters level?</p> <p>a. Yes b. No</p> <p>12. Do you have experience in managing program involving the disposal of hazardous materials at a Area Operations Office/Military Base level?</p> <p>a. Yes b. No</p> <p>13. Do you have experience in managing programs involving the disposal of hazardous materials as a District/Organizational level?</p> <p>a. Yes b. No</p> <p>14. Do you have experience with military aircraft maintenance safety programs at a Military Base level?</p> <p>a. Yes b. No</p>	
Certification	
I hereby certify that the information I have provided in this Questionnaire is complete and truthful. I understand that falsification of this Questionnaire may result in disciplinary action, up to and including removal.	
Signature:	Date: